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Secretariat

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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF-MANAGEMENT COORDINATION COMMITTEE*

The purpose of the present revision is to set out the terms of reference of the Staff-Management Coordination Committee as amended on the basis of the recommendations made by that Committee at its fourteenth session. Secretary-General's bulletins ST/SGB/176/Rev.1 and ST/SGB/176/Rev.1/Amend.1 are hereby cancelled and superseded.

Terms of reference

1. Purposes

(a) In accordance with staff rule 108.2, 1/ the Staff-Management Coordination Committee (SMCC) is the joint staff-management machinery at the Secretariat level and thus the Secretariat-wide mechanism for negotiation between staff representatives and the administration;

(b) It is recognized that agreements can be reached only on matters for which the Secretary-General is the ultimate authority in accordance with the Charter of the United Nations and established practice. On issues of Secretariat-wide importance that cannot be decided by the Secretary-General without reference to intergovernmental or similar bodies, SMCC will provide advice and make recommendations to the Secretary-General for submission to such bodies.

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* Personnel Manual index No. 8040.

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2. Relationship with local joint advisory committees

(a) SMCC, in exceptional circumstances, may discuss issues of clearly local importance that may arise where no adequate solution can be found at a given duty station. Representatives of both administration and staff from the duty station concerned should have the opportunity to draw the attention of SMCC to such cases;

(b) The existence of Secretariat-wide machinery does not preclude the consideration by local joint staff-management machinery of concerns which have Secretariat-wide implications, nor does local consideration preclude SMCC from considering the same issues in the light of the needs of other duty stations.

3. Internal functions

(a) Membership. SMCC shall consist of 19 members:

(i) One member designated by the staff representative bodies at each of the following locations: Addis Ababa, Baghdad, Bangkok, Geneva, Jerusalem, Nairobi, 2/ New York, Santiago and Vienna. Each member may be accompanied by an alternate. In the case of Nairobi, the alternate shall be from the organ not entitled to send a member to a particular session;

(ii) Nine members at an appropriately high level representing the administration, with due regard to the need for representation from the various duty stations. Each member may be accompanied by an alternate;

(iii) A President selected in accordance with staff rule 108.2 (b), to serve for one year. A member nominated by members representing the staff should serve as Vice-President for one year;

(b) Other participants:

(i) The Office of Legal Affairs shall designate a legal adviser to SMCC, who shall participate in a consultative capacity;

(ii) The United Nations Development Programme (UNDP), the Office of the United Nations High Commissioner for Refugees (UNHCR), the United Nations Children's Fund (UNICEF) and the United Nations University (UNU) shall be granted observer status, and any other organs directly affected by SMCC recommendations shall be granted such status upon request;

(iii) SMCC may invite other staff members to participate in its work in an advisory capacity;

(iv) Up to three staff members from the duty station where the session is held may be permitted to attend;

(c) Funding arrangements. The travel and subsistence expenses of the members and of four alternates shall be borne by the United Nations;

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(d) Secretariat. A Secretary shall be designated by the Secretary-General in accordance with staff rule 108.2 (e). Services shall be provided as necessary for the proper functioning of SMCC;

(e) Role of the President. The President shall have the following functions:

(i) To convene SMCC meetings;

(ii) To submit SMCC reports to the Secretary-General and to take the necessary follow-up action;

(iii) To forward the Secretary-General's decisions on the Committee's recommendations to SMCC members, alternates and observers;

(iv) To supervise the Secretary in receiving, preparing and circulating documents to members, alternates and observers between sessions.

4. Procedures and organizational matters

(a) Procedures. SMCC shall establish its own procedures;

(b) Sessions:

(i) SMCC shall hold annual meetings, which shall alternate between New York and other duty stations;

SMCC meetings shall normally be scheduled from Thursday of any one week to Wednesday of the following week;

Normally, Monday to Wednesday of the first week and Thursday and Friday of the second week shall be reserved for consultations among staff representatives;

(ii) Special sessions of SMCC or its subsidiary bodies may be convened as and when necessary;

(iii) On matters of urgency arising between sessions, the President shall consult the other members by the most expeditious means;

(c) Agenda and documentation for sessions:

(i) SMCC shall establish its programme of work, which shall serve as the basis for a provisional agenda for the next session and shall arrange for appropriate documentation to be prepared for each agenda item;

(ii) The provisional agenda and all other working documents shall be circulated to all members, alternates and observers at least six weeks in advance of a session;

(iii) All documents distributed to members, alternates and observers of SMCC shall also be sent to all chairmen of joint advisory committees or similar bodies at any duty station or separately administered organ of the Secretariat, to the chairmen or presidents of the staff representative bodies and to all heads of administration;

(iv) The agenda must include specific items on (a) follow-up to previous SMCC meetings, (b) review of work done in local joint staff-management machinery that falls within the mandate of SMCC, (c) agenda of the next SMCC meeting and (d) adoption of the report;

(d) Reports. SMCC shall report to the Secretary-General. In addition, its reports shall be distributed to all executive heads of separately administered organs of the Secretariat, to all chairmen of joint advisory committees or similar bodies at any duty station or in any separately administered organ, to the chairmen or presidents of staff representative bodies and to all heads of administration.

Javier PEREZ DE CUELLAR
Secretary-General

Notes

1/ Chapter VIII of the Staff Rules on staff relations was amended with effect from 1 January 1983 following the adoption by the General Assembly, in its resolution 37/235 C, of the amended text of article VIII of the Staff Regulations of the United Nations. The text of staff rules 108.1 and 108.2, as amended, is reproduced in the annex to the present bulletin.

2/ In the case of Nairobi, the membership will be on a rotational basis agreed between the United Nations Centre for Human Settlements (Habitat) (UNCHS) and the United Nations Environment Programme (UNEP).

Annex

STAFF RULES

Chapter VIII

STAFF RELATIONS

Rule 108.1

STAFF REPRESENTATIVE BODIES

Definition: The term "staff representative bodies", as used in chapter VIII of the Staff Rules, shall be deemed to include Staff Councils, as referred to in other chapters of the Rules, as well as other corresponding staff representative bodies established in accordance with staff regulation 8.1 (b).

(a) Staff representative bodies shall be established at the following duty stations: Addis Ababa, Baghdad, Bangkok, Geneva, Jerusalem, Nairobi, New York, Santiago and Vienna. Staff representative bodies may also be established at other duty stations, each of which may affiliate with a staff representative body at one of the duty stations specified above. Staff members serving in duty stations where no staff representative body exists may decide to be represented through a staff representative body at one of the specified duty stations.

(b) Each member of the staff may participate in elections to a staff representative body and all staff serving at a duty station where a staff representative body exists shall be eligible for election to it, subject to any exceptions as may be provided in the electoral regulations drawn up by the staff representative body concerned and meeting the requirements of regulation 8.1 (b).

(c) Polling officers selected by the staff shall conduct the election of the members of each staff representative body, on the basis of the electoral regulations of the staff representative body concerned, in such a way as to ensure the complete secrecy and fairness of the vote. The polling officers shall also conduct other elections of staff members as required by the Staff Regulations or Rules.

(d) The staff representative bodies shall be entitled to effective participation through their duly elected executive committees, in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies, and shall be entitled to make proposals to the Secretary-General on behalf of the staff.

(e) In accordance with the principle of freedom of association, staff members may form and join associations, unions or other groupings. However, formal contact and communication on the matters referred to in paragraph (d) shall be conducted at each duty station through the executive committee of the staff representative body which shall be the sole and exclusive representative body for such purpose.

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(f) General administrative instructions or directives on questions within the scope of paragraph (d) shall be transmitted in advance, unless emergency situations make this impracticable, to the executive committees of the staff representative bodies concerned for consideration and comment before being placed in effect.

Rule 108.2

JOINT STAFF-MANAGEMENT MACHINERY

(a) The joint staff-management machinery provided for in regulation 8.2 shall consist of:

(i) Joint advisory committees or corresponding staff-management bodies, at designated duty stations, normally composed of not less than three and not more than seven staff representatives and an equal number of representatives of the Secretary-General;

(ii) A Secretariat-wide joint staff-management body composed of equal numbers of representatives of the staff and of representatives of the Secretary-General.

(b) The President of the staff/management bodies referred to in paragraph (a) above, shall be selected by the Secretary-General from a list proposed by the staff representatives.

(c) Instructions or directives embodying recommendations made by the bodies referred to in paragraph (a) above shall be regarded as having satisfied the requirements of rule 108.1 (d) and (f).

(d) The joint staff-management bodies referred to in paragraph (a) shall establish their own rules and procedures.

(e) The Secretary-General shall designate Secretaries of the joint staff-management bodies referred to in paragraph (a) and shall arrange for such services as may be necessary for their proper functioning.